

pp 7 PE 4-1

15 April 1964

MEMORANDUM TO: All Members of the Staff
FROM: J. Lee Rankin, General Counsel
SUBJECT: Historical Memoranda by Staff Members

J.L.R.
It is more than likely that this Commission will be the subject of future historical, legal, and political studies. We have an opportunity, and also an obligation, to help create as complete a record as possible of the work of the Commission. At some time, shortly before your departure from here, will you please prepare an account of your contribution to the work of the Commission. It would be helpful if you would also analyze and evaluate the work of the Staff and the Commission in general. Please be as specific and comprehensive as possible. You may find the check list below of some assistance in preparing your memoranda.

1. How did you become associated with the Commission?
2. How were your functions and area of activity decided?
3. What actions did you take to carry out your assignment?
4. What were the major problems you encountered in carrying out your assignment?
5. What is your evaluation of the work of the Commission from the following standpoints?
 - a. Organization
 - b. Administration
 - c. Planning of work
 - d. Policies
 - e. Investigative support
 - f. Hearings and depositions
 - g. Organization and preparation of reports
 - h. Validity of findings